

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET**  
**Grant Number: EE00178, State: NJ, Program Year: 2009**

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program  
Application Package.

**III. 1 Eligible Population**

**III. 1.1 General Description**

**Definition of income used to determine eligibility:**

1. Eligible population

1.1 Minimum Program Requirements - 440.16

The Office of Low-Income Energy Conservation (OLIEC) of the NJ Department of Community Affairs (DCA) has a variety of coordinating responsibilities in the administration of the Weatherization Program. In addition to the selection of subgrantees, the OLIEC has established minimum program requirements and procedures for implementation of the Weatherization Program at the local level.

The OLIEC funds a network of non-profit organizations to provide Weatherization services to their respective communities. Local program operators have a primary responsibility to identify potential applicants, certify eligibility, and provide Weatherization services to eligible dwelling units within their geographic scope. Local program operators must develop and maintain a substantial public information program and positive client relationships. Programs must follow program rules and regulations as outlined in the state plan, policy bulletins, material and installations manual and the DOE final rule. NJ will provide funding through an Inter-Departmental Agreement with the NJ Housing Mortgage and Finance Agency (NJHMFA) to provide Weatherization to low-income families residing in multi-family dwellings. Approximately 3,877 multi-family units will be weatherized by HMFA.

a. Low-Income Definition - 440.14(c)(6)(xii)

In accordance with 10 CFR 440.3, New Jersey defines "low-income" for eligibility purposes as follows:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, US. Department of Health and Human Services; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act or applicable State or local law at any time during the twelve-month period preceding the determination of eligibility for Weatherization assistance

b. Definition of Children - 440.14(c)(6)(xiii)

The programmatic definition of children is located in Weatherization Bulletin #107, issued December 1, 1998. This Bulletin is applicable to all OLIEC programs and defines children as dwelling unit residents not more than six years of age. In addition, the Bulletin establishes a prioritization procedure which results in an "adjusted application date" based on the presence of prioritized individuals residing in a dwelling unit. It will be updated to increase the priority status of households that are also high-energy users.

c. Elderly Units

Data extrapolated from 2000 Census figures indicate that 17% of the State's population is elderly (60 years and older). An estimate of the total number of eligible dwelling units in New Jersey yields 425,000. Thus, the estimated number of eligible dwelling units in which the elderly reside is 72,250 (425,000 x 17%).

d. Persons with Disabilities

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New Jersey WAP reports for 2002 reveal that 11% of the dwelling units weatherized were occupied by persons with disabilities. Thus, the estimated number of eligible dwelling units in which persons with disabilities reside is 46,750 (425,000 x 11%).

**Procedures to determine that units weatherized have eligibility documentation:**

a. Eligibility

Prior to the Weatherization of any unit, documentation shall be obtained, using the State Weatherization Application certifying that the household meets eligibility criteria as provided in 10 CFR 440.22:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, US Department of Health and Human Services; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act; Food Stamps under the Food Stamp Act of 1977; or payments under section 415, 521, 541 or 542 of title 38, United States code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for Weatherization assistance.

Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied. Not less than 66% of the dwelling units must be eligible dwelling units in a building containing three or more units (50% eligibility must be met for duplexes and four-unit buildings). In buildings where less than the required percentage of units are eligible, only the eligible units may be weatherized with DOE grant funds.

Unoccupied units may be weatherized if they will become eligible dwelling units within 180 days under Federal, State or local government program for rehabilitating the building or making similar improvements to the building.

b. Priority Populations and Dwellings

Weatherization Bulletin #107, issued December 1, 1998 establishes the procedure for determining the prioritization of service for Weatherization applicants. An adjusted application date is established for a dwelling based on the presence of priority individuals residing in the unit.

Weatherization Bulletin # 305 allows for prioritization of multi-family buildings for which the subgrantee receives leveraged funds before other multi-family dwellings.

Single family, owner occupied units have priority over multi-family buildings.

**Definition of children: Below age**   6  

**Recommend tribal organization(s) be treated as local applicant?**   No  

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

It is our intention to award a subset of subgrantee awards to Native American Tribes NJ intends to facilitate a partnership with existing Weatherization agencies and Native American Tribes that have expressed an interest in providing Weatherization assistance. Tribal members will receive training and technical assistance through NJCAA and will work under the supervision of the designated agency that will be responsible for ensuring that all work completed meets program standards. In addition to weatherizing units, the tribes will conduct outreach within the Native American communities to improve access to assistance. Funding to the Tri-County Community Action Agency has been increased by 1.2 million dollars which will be a pass through grant to the Nanticoke-Lenape Indians. The tribe will complete 146 units over the three year grant period. All jobs will be

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reported by the Tri-County Community Action Program and will be subject to the program requirements. The Ramapough Mountain Indians Inc. will be working in partnership with the Passaic Weatherization Program, assisting with community outreach. The tribe will not weatherize units, but will assist in the outreach effort with Native Americans and the community at large. DCA will fund this partnership with state administrative funds.

**III.1.2 Selection of Areas to Be Served**

**1.2 Service area Determination - 440.14(c)(6)(ii)**

New Jersey sub grants to 22 local Weatherization agencies to fully implement the State Plan and provide services to the eligible population. Each of New Jersey's twenty-one counties is served by at least one Weatherization agency. Some more densely populated urban centers also contain a Weatherization agency that only serves that urban center. In addition to the designated Weatherization agencies, NJHMFA as a government entity will provide Weatherization assistance under the stimulus grant for approximately 3,877 income eligible multi-family dwellings. HMFA is being allocated Weatherization funding for the purpose of implementation of the additional funding under the ARRA only. HMFA will not be awarded funding under any annual award given to the State. As stated in section III.1.1 local Weatherization agencies are required to prioritize single family, owner occupied units over multi-family dwellings. By providing an allocation to HMFA for multi-family dwellings, the DCA is not intending to prohibit local agencies from weatherizing multi-family dwellings. Instead the funding to HMFA is intended to supplement the continued efforts of the local Weatherization agencies. A local Weatherization agency may weatherize a multi-family dwelling provided all program eligibility, prioritization, and leveraging requirements are met. The NJHMFA has extensive experience working to ensure housing for low-income persons throughout the State. New Jersey Housing and Mortgage Finance Agency is dedicated to increasing the availability of and accessibility to safe, decent, and affordable housing to families in New Jersey. To further this mission the NJHMFA utilizes staff with experience in architecture, construction management, property management, financing, and energy efficient design and construction. NJHMFA's Division of Multifamily Lending Preservation deals almost exclusively with lending to projects that are rehabilitating existing low-income developments to assist sponsors and developers in the preservation of affordable housing.

NJHMFA currently administers a very successful green building/energy efficiency program. This and many of the NJHMFA programs require a minimum of Energy Star Homes certification, equating to at least 15% improvement in energy efficiency over International Energy Code. NJHMFA works extensively with the New Jersey Board of Public Utilities' Office of Clean Energy (BPU,OCE) to direct projects to take advantage of the energy savings programs they administer, and both engage and promote the goals of the Clean energy Program.

In addition to the above, the NJHMFA houses the New Jersey Green Homes Office which monitors and provides technical assistance to projects with energy efficient design components. The Green Homes Office also provides frequent trainings regarding Green Building and energy efficiency measures in new construction and renovation.

The addition of the ARRA Weatherization funding will utilize the existing capacity within the NJHMFA in order to ensure a successful program.

(see page 1 of 5: Weatherization Annual File Worksheet.

Individual subgrantees are selected on the basis of their:

Experience and performance in Weatherization or housing renovation activities

Experience in assisting low-income persons in the area to be served; and

Capacity to undertake a timely and effective Weatherization program.

Preference is given to any Community Action Agency or other public or non-profit entity which has, or is currently administering an effective program under 10 CFR 440 et. seq. or under Title II of the Economic Opportunity Act of

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1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to the following:

The extent to which the past or current program achieved or is achieving Weatherization goals in a timely fashion;

The quality of the work performed by the subgrantee;

The number, qualifications and experience of staff members of the subgrantee; and

The ability of the subgrantee to secure volunteers, training participants, and public service employment workers, pursuant to the Jobs Training Partnership Act (JTPA).

Because of the need to maintain continuity of the Weatherization Program, it is not the intention of DCA to replace an agency currently operating a program unless it can be shown that the current agency cannot effectively operate the program or that an alternative agency can provide superior program administration. Further, the selections of alternative delivery systems during the program year are as infrequent as possible so that disruptions in service delivery can be reduced to an absolute minimum. Using the selection criteria required by 10 CFR 440.15 et. seq. as part of an RFP (Request for Proposals) process, DCA chooses alternative delivery systems, if needed, during the program year. This process is finalized by notifying the Regional DOE representative and conducting a public hearing.

Atlantic County is currently being served through a partnership with three subgrantees that serve bordering counties, Ocean Inc., Camden County OEO, and Tri-County Community Action Agency. These agencies intend to establish an intake location within Atlantic County to improve community access. Atlantic Human Resources accepts applications for the Home Energy Assistance Program, and will continue to refer those applicant to the agencies that provide Weatherization services.

All subgrantees are agencies which meet the requirements of 10 CFR 440.15 and which have been selected based upon on-site inspections made by State staff, as well as on transcripts of the public hearing which affirm that there are no public objections to any of the subgrantees selected.

### **III.1.3 Priorities**

#### **1.3 Priorities**

Prioritization - 440.14(c)(6)(iii)

Prioritization protocol for Weatherization service is established by Weatherization Bulletin #107, issued December 1, 1998. Priority is established by the "adjusted application date", which is the date the application is certified as complete by the Weatherization manager, as adjusted according to the policy established by the Bulletin. Adjustments to the application date are made based on the presence of priority clients within the household to be served. Bulletin #107 will be updated to ensure that household that have priority status and are high-energy users can receive Weatherization on an accelerated basis.

New Jersey has implemented a Landlord Leveraging Policy which allows subgrantees to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. Eligible clients will be served in both cases, however expediting service to dwellings that include leveraged funds will allow the subgrantee to weatherize additional units. New Jersey has revised it's leveraging policy to give agencies more flexibility to determine when leveraging is required for shell Weatherization. Agencies may accept in-kind contributions, the installation of energy related items that cannot be paid for with DOE funds, or health and safety items in lieu of monetary contributions. The requirement that landlords pay no less than 50% of the total cost towards all heating system upgrades is still mandatory.

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**III.2 Climatic Conditions**

2. CLIMATE CONDITIONS

2.1 Climate - 440.14(c)(2)

Information obtained from the New Jersey Department of Environmental Protection (NJDEP) reveals New Jersey's climatic conditions as follows:

Annual Heating Degree Days (1990) = 5,436 (base 65 degrees F); Mean winter temperatures varied from 25.6 degrees Fahrenheit in December 1989 to 40.4 degrees Fahrenheit in January 1990, while December 1990 and January 1991 were 42.3 and 33.6 respectively. The Annual Cooling Degree Days = 1,490.

**III.3 Weatherization Work**

**III.3.1 Type of Work to Be Done**

3. WEATHERIZATION WORKS

Types of Work to be Done

3.1 Weatherization Measures - 440.14(c)(3)

a. Building Envelope Measures

Typical building envelope measures in New Jersey address both conductive and convective heat losses. These measures include weatherstripping, caulking, other anti-infiltration measures, insulation, and other measures that appear on the approved priority list, are recommended by the approved energy audits, and authorized by Appendix A of the WAP regulations.

B. Heating System Improvement Measures

Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure and if this priority measure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process, and are eligible for both building envelope and heating system services. The OLIEC has issued a series of State Weatherization Bulletins (the 700 series) which list specific procedures for subgrantee handling of heating system retrofits, repairs, replacement, and testing.

**III.3.2 Energy Audit Procedures**

3.2 Energy Audit Procedures

Energy Audit - 440.14(c)(6)(xi)

NJ intends to request approval to use the SmoCers Energy Audit for all housing types.

The State of New Jersey will continue to use the DOE approved priority list, as part of the auditing process as appropriate. An approved computer based energy audit must be utilized when evaluating housing units that require replacement of windows or heating systems. New Jersey is using the NEAT audit for single-family dwelling units and EA-QUIP for multi-family dwellings until authorization is secured to use SmoCers.

Subgrantee personnel will perform the energy audit and process the data on personal computers.

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An energy audit user group has been established to provide field technicians an opportunity to share information and make recommendations for improvements in the program.

<u><b>Unit Types</b></u>	<u><b>Audit Procedures and Dates Most Recently Approved by DOE</b></u>
Single-family	The NEAT Audit, and a Priority List, both approved by DOE.
Multi-family	Queens Information Package (EA-QUIP). Approved by DOE on August 1, 2002
Mobile Home	NJ intends to request approval to use SmoCers for mobile homes. Currently NJ is using MHEA(Mobile Home Energy Audit.

### **III.3.3 Final Inspection**

#### **3.3 Final Inspection**

Final Inspections - 440.16(g)

NJ has projected that approximately 13,052 dwelling units will be weatherized over the three year grant period. Program monitors will inspect a minimum of 10% of all units completed. The percentage of jobs to be inspected within a service area will be determined by the subgrantee rating system, and the quality of work encountered during the inspection process.

The State of New Jersey currently employs five field monitors who are responsible for ensuring that subgrantees comply with Federal and State regulations, policies, and procedures. These monitors conduct inspections on a random sampling of the units reported as completed by the subgrantee. These inspections ensure that completed units are, in fact, complete. Each quarter, the subgrantee submits a "completed units" report to the State using the HESWAP database.

The monitor performs a final inspection on a random sampling of the units reported by the subgrantee. The rate of inspections by the State monitors is based on the performance of the subgrantee. The percentage of inspections can be as low as 5% and as high as 100%. A form, signed by the State monitor, provides certification that the inspections were performed. This form must be received before any grant payments are issued to the subgrantee as reimbursement for expenditures. All dwelling units reported to DOE as completed will receive a final inspection by the subgrantee to certify that the job has been completed in a worklike manner and the measures installed are on the priority list or recommended by an approved energy audit.

New Jersey has an Installation standards manual which prescribes correct installation practices. This manual was fully implemented in 1993. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. The manual will be upgraded to include standards for wall insulation, and air sealing as well as work lead-safe practices.

### **III.3.4 Assessment of Effectiveness**

#### **3.4 Analysis of Effectiveness**

Analysis of Effectiveness - 440.14(c)(6)(i)

The effectiveness of subgrantee Weatherization projects is analyzed by use of a Subgrantee Rating System which has been described in detail in previous State Applications, and is summarized below. The Rating System is designed to compare each subgrantee's actual performance against the contractual requirements and milestones with which the subgrantee indicated acceptance as evidenced by contract execution.

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The Subgrantee Performance Rating System was first developed by OLIEC in 1987. The results of this analysis in conjunction with the percentage of poverty within the service area is used to determine the grant allocation for each subgrantee. This rating system considers the following factors as required by 10 CFR 440.15(a)(3)(i-iii).

**Rating Factor #1:** The extent to which the subgrantee is meeting required monthly levels of expenditures. (Point spread is 0 to 40.)

**Rating Factor #2:** The quality of work performed by the subgrantee (as determined by the percentage of units inspected which pass quality control inspections performed by State monitors). (Point spread is 0 to 30.)

**Rating Factor #3:** A yes/no determination by the State monitors on whether the subgrantee currently employs adequate staff to operate the program effectively. (Points awarded are 0 for No and 30 for Yes.)

**Rating Factor #4:** The extent to which the subgrantee submits required quarterly production/expenditure reports on a timely basis. (Point spread is 0 to 10.)

The points awarded under this system are totaled (by Rating Factor) for each subgrantee quarterly and annually. The annual totals provide a basis for comparing performance among subgrantees and for determining future funding allocations. Awards are presented annually to the three top ranked subgrantees in each category. The annual "Golden Hammer Award" is presented to the agency with the highest overall rating. .

Several of the rating factors referred to herein represent subgrantee - DCA contractual requirements. Violations of these contractual provisions will also trigger the Positive Progressive Contract Compliance Process which is described in previous plans and summarized in the Monitoring Plan section of this State Application.

#### **III.4 Health and Safety**

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**4. HEALTH AND SAFETY**

HEALTH AND SAFETY PLAN

GOALS:

1. Minimize the risks from the provision of Weatherization services that could negatively affect the health and safety of state staff, agency staff, contractors, and clients.
2. Recognize any hazards that could negatively affect the health and safety of the above participants in the Weatherization process.
3. Avoid creating any health and safety hazards through the actions of agency staff or contractors and prevent the installation of materials that could have a detrimental effect on clients.
4. Do not harm clients because of any actions by agency staff or contractors being on-site at the client's home or through the after effects of installing tactics.
5. Educate clients about Weatherization materials that could have a harmful effect on their health and proper maintenance of Weatherization materials that will contribute to client safety.
6. Take corrective action when measures are approved by DOE as regular Weatherization materials, health and safety measures, or incidental repairs. If DOE funds are not allowed, refer the client to appropriate public or private programs that can remedy the hazard(s) before Weatherization can take place.

PARTICIPANTS

A. Grantee Health and Safety

STATE FIELD MONITORS

The State staff visiting client units will be provided protection against unreasonable conditions that could endanger their health and safety before Weatherization measures have been installed, during work in progress, and upon final inspection. State staff are covered under the standards of the Public Employees OSHA and any other applicable statutes, regulations or guidelines published in the New Jersey Register which pertains to health and safety matters.

The expected costs for the grantee in health and safety include at a minimum, safety goggles, respirators, tyvek suits and gas leak detectors.

B. Crew and/or Contractor Health and Safety

CREW/CONTRACTORS

Local government staff are covered by the Public Employees OSHA for health and safety protection. The private, nonprofit agency crew and private sector contractors are covered by the federal OSHA standards Title 29, Code of Federal Regulations (CFR) Part 1926.

Crew/Contractors should be aware that Material Safety Data Sheets are available to learn about a potentially hazardous material's effect on the health of individuals and how to safely apply the material in a client's home.



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Agencies must have a binder containing MSDS for materials used by its crew or contractors.

Agency field technicians must have a relative humidity gauge because most biological containments and moisture problems can be controlled by identifying humidity levels in the attic, basement, and crawlspace.

Training will be provided for state field monitors, agency field technicians, and contractors from among these topics offered by the New Jersey Department of Labor & Workforce Development Unit (DOL):

- Electrical Safe Work Practices
- Ergonomics for the Office
- First Aid for Bystanders
- Hand and Portable Power Tool Safety
- Hand Injury Prevention
- Hazard Awareness
- Hazard Communication
- Heat and Cold Stress and Carbon Monoxide Poisoning
- Hearing Conservation
- Ladder Safety
- Material Handling, Back Safety & Lifting Techniques
- OSHA Record Keeping
- Personal Protective Equipment
- Respiratory Protection
- Safety Audit
- Safety Program Development
- Safety Scanning
- The Supervisor and Safety
- Walking and Working Surfaces

Agency staff and contractors must meet drug-free workplace requirements in Weatherization Bulletin #807.

In addition, agencies must comply with Weatherization Bulletin #806, dealing with control of equipment and Weatherization Bulletin # 506, dealing with the list of disbarred contractors.

Agency crew and contractors must have the Weatherization Installation Standards Manual in their possession on the job site when issues involving the proper methods to install a material are raised.

State field monitors, agency field technicians, contractors and contractor personnel are required to complete the OSHA 10-hour Residential Construction Industry outreach training for workers.

Special attention will be given to job site accidents and injuries. OSHA's Forms for Recording Work-Related Injuries and Illnesses must be completed and kept on file at all agencies.

Subgrantees and contractors must dispose of office and field equipment when obsolete in a responsible manner. Seek out county and local government programs that recycle computer and electronic equipment containing hazardous components. Also, any debris removed from a client's house, especially materials used to weatherize and which contain hazardous chemicals must be disposed of properly, in accordance with state and federal EPA rules.

If they qualify, subgrantees and contractors are encouraged to use the New Jersey Department of Labor free Occupational Safety & Health On-Site Consultation program to find out about potential hazards at their worksites, and improve their occupational safety and health management systems.

For enforcement activity or to register a complaint regarding a workplace safety or health hazard, contact one

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of the area offices of the U.S. Department of Labor's Occupational Safety and Health Administration that serve the county where the workplace is located.

**C. Client Health and Safety**

**CLIENTS**

Agency staff as early as the intake stage should be alert to situations that could negatively affect the health and safety of clients. Question clients about allergies or diseases that are traceable to materials used in Weatherization. The client will complete a Indoor Air Quality checklist, a Building Related Illness checklist, and a Residential Moisture Problem Assessment form/checklist. Later, a decision can be made about proceeding with Weatherization work or postponing work because of a major problem or installing partial Weatherization.

New Jersey will provide training to State monitors and subgrantee field staff on Mold and Moisture problems. The training will ensure that staff can identify mold and provide the client with information on remediation. NJ will also provide subgrantees with a Standardized form to be used in the event that Weatherization must be deferred due to serious mold and moisture problems.

**D. Potential Hazard Considerations**

**1. Biological**

The removal of unsanitary (including raw sewage) conditions, and rotting wood will be allowed as an incidental repair. However, if the cost exceeds the limits allowed under Incidental Repairs, then Weatherization services may need to be delayed until the problem can be referred to another agency that can take remedial action. Air tightness limits will be carefully chosen for homes with biological problems.

To allow effective Weatherization work and/or to assure the immediate or future health of workers and clients, the following remedies will be considered after a moisture problem assessment form/checklist has been completed by the client at intake and by the agency field technician during the audit:

- install or repair exhaust fans vented to the outside in kitchens and bathrooms
- vent clothes dryers outdoors
- ventilate the attic and crawlspace
- gutter sections, downspouts, and splash blocks
- windows
- wall and ceiling patching
- sump pump
- repoint mortar
- dehumidifier
- clean gutters
- pipe insulation
- roof leak repairs
- wall, attic, crawlspace insulation
- electrical outlet and switchplate gaskets
- sealing floor/wall junctions
- sealing heating ducts, plumbing and utility chases and penetrations
- sealing window and door frames
- ground moisture barriers (6 mil polyethylene)

Weatherization Bulletins #401, 404, and 715 provide directives regarding biological contaminants.

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#### 2. Combustion Appliances and Combustion Gases

Weatherization Bulletins #703,706, 711, 714, 715, 722, 724, 725, and 726 includes procedures for testing combustion appliances like furnaces, boilers, space heaters, gas cook stoves, and water heaters. The policy also requires agencies to refer clients to gas utility providers when a carbon monoxide problem is found in gas ranges. If carbon monoxide and draft problems are found in heating systems, the agency will notify the gas utility provider if the fuel is gas, or if the fuel is deliverable, a heating service technician. Agencies have gas leak detectors and the others will be required to use them in the new grant year.

Clients receive Appliance-Heating System Evaluation Forms that summarize the carbon monoxide test results of their dryers, gas ranges, heaters, and water heater. Also, information on new heating systems is provided, including advice on regular maintenance.

The state Weatherization program uses LIHEAP funds for heating system upgrades. The Heating System Improvement Program (HIP) allows for emergency heating system replacement.

The state's current health and safety policy allows for these tactics under Space Heating and Domestic Hot Water Systems:

- vent pipes
- gas lines
- chimney liners
- duct runs
- duct runs
- water lines
- electrical upgrades
- draft regulators
- asbestos (encapsulation only)
- clean and calibrate (for CO abatement)

--CO detectors are an allowable health and safety cost for all weatherized units (all electric units are excluded)

Gas Ranges:

- pilot lights
- burner assemblies
- clean and calibrate (for CO abatement)

#### 3. Fire Hazards

The state will require that heating contractors comply with industry standards, manufacturer instructions, and the Weatherization Installation Standards Manual, along with applicable codes to prevent hazardous situations where combustible materials are located dangerously close to combustion appliances.

Agency crew and contractors must refer to The Uniform Construction Code (NJAC 5:23-1.1 et seq) to identify proper clearances between combustion appliances and combustible materials.

Procedures to identify potentially dangerous creosote build-up in chimneys and wood stove flues include interviewing the client.

The auditor will determine if an additional examination of the chimney or wood stove flue needs to be conducted

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by a CSIA Certified Chimney Sweep. The procedure defined by the NFPA (National Fire Protection Association) should be followed.

Weatherization Bulletin #714 and 715 also provide guidance when considering fire hazards.

Client education will provide agencies with a method to make clients aware of any corrective action needed regarding combustion appliances. Agencies will also inspect chimneys at the audit stage and inquire of clients about when chimneys and wood stove flues were last cleaned. Chimney sweep services will be allowed as a health and safety measure.

New Jersey uses a portion of their federal LIHEAP grant to fund a Heating Improvement Program(HIP).

Smoke alarms will also be allowed as a health and safety cost. At least, one smoke alarm must be located on every habitable floor of the home and outside each separate sleeping area in the immediate vicinity of the bedroom(s) in accordance with the Uniform Construction Code adopted by the State of New Jersey at N.J.A.C. 5:23-1.1 et seq.

4. Existing Occupant Health Problems

Agencies will become aware of clients' health problems that could be exacerbated by Weatherization activities at the intake stage. Clients applying for assistance will complete a building related illness checklist to identify preexisting conditions and warn agency staff what routines will need to be modified to protect the health of clients.

Weatherization Bulletin #406 provides directions when client health is a consideration.

5. Indoor Air Quality

a. Asbestos

If allowed by local code or EPA, encapsulation will be permitted. Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by state and local codes. Asbestos remediation cannot be paid for with DOE funds. If asbestos is unstable and cannot be encapsulated, Weatherization work may be deferred until the asbestos can be removed by others.

Weatherization Bulletin # 710 provides guidance on asbestos encapsulation. Currently, asbestos (encapsulation only) is an allowable health and safety cost

b. Radon

When there is a previously identified radon problem, the only work approved by the grantee will be measures that will assist in radon remediation. The EPA believes that any home with a radon concentration above 4 Pico-Curies per liter (pC/L) of air should be modified to reduce the concentration. Minimum allowable costs for a home with low levels of radon (2-to-20 pC/l) include:

- Installing a plastic (6-mil polyethylene) ground cover.
- Sealing the holes and cracks in the basement walls and floor.
- Ventilating the crawlspace or basement to dilute radon.

Major radon problems (above 20 pC/l) will be referred to state EPA certified radon remediation firms for mitigation or abatement.

Radon testing to confirm or identify the existence of a radon problem is an allowable health and safety measure. The state will test any home that the owner gives permission. Major radon problems will also be referred to the New Jersey Department of Environmental Protection (DEP) or federal EPA.

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c. Formaldehyde and Volatile Organic Compounds

Formaldehyde vapors are often emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners; etc. The subgrantee agencies will be cautious in setting air tightness limits in homes with VOC problems. Client education will be given to make clients aware of any products used in Weatherization containing formaldehyde and volatile organic compounds. Also, subgrantees will inform clients of household hazardous waste collection day programs in their county.

6. Lead Paint

Weatherization Program Notice 02-6, "Weatherization Activities and Federal Lead-Based Paint Regulations" The state has Weatherization Bulletin # 424 that incorporates the DOE policy on lead safe Weatherization. This policy bulletin has been updated to reflect the most current program notice issued by DOE. NJ is in the process of scheduling the required training to ensure that agency staff and contractor have the required certifications for lead safe work practices. The required training shall include, but not be limited to, training regarding the applicability of state Lead Safe Work Practices regulations and the new United States Environmental Protection Agency's Certified Renovator requirements. Weatherization Bulletin # 608 has been revised by the state to inform agencies that if they opt not to carry pollution occurrence insurance that DOE funds cannot be used to address and liability that may be incurred as a result of a pollution occurrence. Currently, lead base paint testing and lead safe working practices are allowable health and safety costs. The agency cannot exceed their Health & Safety line item budget.

7. Building Structure

Major building structural problems cannot be weatherized unless other funding can be identified to correct the deficiencies.

Weatherization work will be postponed until funding is secured and rehabilitation is in progress or completed. Incidental repairs necessary for the effective performance or preservation of Weatherization are allowed. Weatherization Bulletin # 412 states the grantee policy on "Incidental Repairs".

8. Electrical Issues

The state prohibits insulating where knob and tube wiring is live. Weatherization Bulletin # 402 states the policy guidance on knob and tube wiring.

Agencies will seek the approval of the state Weatherization program manager when electrical overloads are likely to result from installing new appliances through the Weatherization program. Any existing overloads discovered at the time of the audit

will be discussed with the owner and noted in the client folder. Weatherization Bulletin #715 provides guidance on overloads.

9. Refrigerant Issues

The state has an agreement with the retailer, Sears, to deliver refrigerators and to dispose of the old

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refrigerator in accordance with the Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93. Weatherization Bulletin #418 provides protocols that comply with EPA standards for disposal of the existing refrigerator. Two additional vendors, Whirlpool and Lowes will also participate in the program. All three companies will offer the same services, and agencies will be able to order appliances from all three vendors. Other vendors may be considered for the program.

#### 10. Other Code Compliance Issues

The state requires that Weatherization-related work conform with applicable codes in jurisdictions where the work is being performed. The contract with subgrantees, the contract between shell contractor and subgrantees, and the contractor assurances form for heating systems ensure that applicable work will be reviewed by local code inspectors for permits taken.

Weatherization Bulletins #405, 410, 716, 719, and 724 provide directives that require crews/contractors to comply with local code requirements.

#### E. Deferral Standards

Agencies must postpone work when problems occur that cannot be remedied with DOE funds or other available grantee and subgrantee funds. Guidelines are stated in Weatherization Bulletins # 413,417, 712,713 and 718 to assist agencies in deciding if delaying work is the best option.

The grantee accepts that the deferral standards may include:

1. The client has known health conditions that prohibit the installation of insulation and other Weatherization materials.
2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
3. The house has sewage or other sanitary problems that would further endanger the client and Weatherization installers if Weatherization work were performed.
4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
5. Moisture/Mold are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
6. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
7. The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
8. In the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.

A sample form for deferring Weatherization is presented on the next page.

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**POSTPONEMENT IN DELIVERING WEATHERIZATION SERVICES**

Client's Name: \_\_\_\_\_

Client's Address: \_\_\_\_\_

\_\_\_\_\_

Date of Decision to Postpone Work: \_\_\_\_\_

Date The Client was informed \_\_\_\_\_

Why work is being postponed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What needs to be done before work can continue: \_\_\_\_\_

\_\_\_\_\_

What the Client needs to do: \_\_\_\_\_

What the Agency will do: \_\_\_\_\_

I understand the information presented above and have been informed of my rights and options to appeal the decision stated on this form

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date of Signature

Comments:

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### **III.5 Rental Procedures**

#### **5. RENTAL PROCEDURES**

##### **5.1 Rental Plan - 440.22(3)(b)-(d)**

New Jersey's current Landlord - Tenant agreement form ensures that the rights of Tenants and the Weatherization investment in rental buildings are protected, and that the benefits of weatherization accrue to the low-income persons the program intends to serve. The document is enforceable by the tenant(s). The document was reissued as a formal Weatherization Bulletin to ensure its uniform applicability on April 22, 1994.

Weatherization Bulletin #305 outlines the current policies for leveraging landlord contributions. This policy permits the prioritization of multi-family dwellings for which the subgrantee receives a landlord contribution, and requires building owners to make code and safety improvements prior to receiving weatherization services. Agencies will have the flexibility to reduce or eliminate landlord contributions for shell weatherization. In lieu of monetary contributions, the agency may accept in-kind contributions or the installation of energy related measures that are not covered with weatherization grant funds. There remains a 50% landlord contribution for heating system upgrades in multi-family dwellings.

### **III.6 Program Management**

#### **III.6.1 Overview**

#### **6. PROGRAM MANAGEMENT**

##### **6.1 OVERVIEW**

##### **1. Weatherization Projects - 440.14(c)(5)**

The "Subgrantee Details" Table describes: the geographic area served by each WAP subgrantee; the tentative allocation for each area; the minimum number of dwelling units expected to be weatherized during the program year, with DOE funds, for each area, the congressional district(S) served, and the estimated number of rental dwelling units to be weatherized.

##### **2. Sources of Labor**

The State, through the New Jersey Department of Labor and Workforce Development (DLWD) will provide opportunities to individuals with basic skills necessary in the Weatherization program through the DLWD's One-Stop Career Centers. Additionally, sub grantees are encouraged to utilize the One Stop Career Centers to fill open positions in addition to the sub grantee's regular community outreach efforts.

##### **3. Labor Standard**

All contractors performing weatherization work must pay their employees a living wage currently estimated to be \$17.40/ hour wage plus benefits package or the federal prevailing wage whichever is higher and must provide quality, affordable employer sponsored health insurance to its employees.

In accordance with the ARRA, the DCA will require all sub-grantees to pay employees a living wage and a benefits' package to include health care coverage, and to hire responsible contractors that pay their employees a living wage along with a benefits' package to include health care coverage. The DCA/OLIEC, in cooperation with the DLWD, is in the process of surveying all its current weatherization agencies in order to determine the appropriate wage, benefit, and training requirements for the various job responsibilities of the employees. However, During the beginning of the ramp up period the DCA/OLIEC will adopt a policy establishing the minimum level of compensation, benefits and training required of all sub-grantees. In addition, the existing bidding and contractor policies will be amended in order to incorporate the living wage requirements of the ARRA of all contractors hired by sub grantees. These requirements shall include but will not be limited to a requirement that the sub grantee, and contractors, obtain training from an approved weatherization training





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provider, and that all sub grantees and contractors comply with all applicable State and Federal regulations and statutes. Compliance with these policies will be incorporated into the contract between the DCA and sub grantees as well as the Contractor Assurance form required to be used by sub grantees when hiring contractors.

#### 4. Responsible Contractor

Each bidder for a contract to perform weatherization work shall state in its bid whether or not it is a Responsible Contractor. Each bidder shall be required to submit to Subgrantees a completed and signed statement that details that bidder's compliance and the compliance of any subcontractors employed by the bidder for work covered under the bid with the following Responsible Contractor requirements. Subgrantees shall not award any Contract to a bidder that is not a Responsible Contractor. Bid submissions shall contain documentation and assertions made under penalty of perjury of the Contractor's compliance with the various requirements set forth. Requirements. A Responsible Contractor is a contractor that satisfies the following requirements for the Contract in question:

- possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance, and bonding;
- will perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor as defined herein);
- has had no more than six (6) government determinations of a violation of federal, state, or local laws relating to public safety, workplace safety, or employment in the past three years;
- has not been disbarred from any public contract (federal, state or local)
- has successfully completed a job this size and this and this type or a similar type of work in the past five years, with a satisfactory record of on-time performance;
- will require all employees on weatherization program work to complete at least 10 hours of OSHA safety training;
- complies with any applicable local hiring or first source policy;
- 

#### Labor Peace

Whereas, the interests of the general public, the State of New Jersey, the DCA, the Unions and Contractors would be best served if the weatherization work proceeded in an orderly manner without disruption because of strikes, sympathy strikes, work stoppages, picketing, lockouts, slowdowns or other interferences with work, all contractors must sign a labor peace agreement that would include provisions that an employer will not take any action nor make any statement that directly or indirectly states or implies any opposition by the employer to the selection by its employees of a collective bargaining representative; that a labor organization can obtain recognition as the exclusive collective bargaining representative by demonstrating to an agreed upon neutral third-party provider or the NJ State Board of Mediation, Division of Private Employment Dispute Settlement that a majority of the employees in the bargaining unit have shown their preference to have the labor organization be their representative by signing authorization cards indicating that preference; that prohibits the labor organization from engaging in any picketing, work stoppages, boycotts or any other economic interference with the construction project; that provides that the employer and labor organization will submit all disputes relating to employment conditions or negotiation thereof to final and binding arbitration; and that any dispute over what constitutes an appropriate bargaining unit will be determined by the NJ State Board of Mediation, Division of Private Employment Dispute Settlement.

### III.6.2 Administrative Expenditure Limits

#### 6.2 ADMINISTRATIVE EXPENDITURE LIMIT

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1. Supplemental Subgrantee Administrative Funds -440.14(c)(6)(x)

The total amount available to all New Jersey subgrantees for administrative funds is five percent(5%) of the state's grant. All NJ subgrantees have grantees in excess of \$350,000 and therefore do not qualify for an additional 5% in administrative funding.

It has been the subgrantee's responsibility to set aside sufficient administrative funds to conduct financial audits meeting DOE guidelines. Subgrantees are required to submit an audit of DOE funds in accordance with OMB Circulars A-110, A-128, or A-133, as applicable and in accordance with American Reinvestment and Recovery Act requirements.

### **III.6.3 Monitoring Approach**

#### **6.3 MONITORING APPROACH**

##### **1. Monitoring Plan - 440.12(b)(6)**

###### **1.1 State Wide Quality Control Requirements**

NJ intends to inspect a minimum of 10% of all jobs completed with ARRA grant funds. The projected number of jobs to be inspected over the course of the grant is 1,306.

The basic function of the monitoring staff is to be regularly accessible to each grantee to ensure regulatory compliance and to provide Training and Technical Assistance (T&TA). Monitoring staff must be prepared to engage in problem solving at every level of the agency, promote an understanding of the goals of the program, and develop strategies to overcome various issues and problem areas.

New Jersey's monitoring staff offers planning aid and regular and comprehensive monitoring of weatherized homes and agency staff. They also examine work schedules and reports, oversee the subcontracting process, and evaluate agency performance. OLIEC believes that this is the key to maintaining program standards and minimizing the opportunity for problems to arise. Substantive assistance includes, but is not limited to, the following areas:

Administrative and programmatic planning;

Planning outreach activities;

Intake and application process;

Work flow/reporting;

Energy audit;

Bidding;

Recruiting and training responsible contractors with adequate training and skill;

Selecting responsible contractors through a public bidding process

Ensuring adequate monitoring of contractor production

Contract compliance;

Inspecting the work; and

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Fiscal accountability;

Client education.

Monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work. The Office of Low-Income Energy Conservation's monitoring tool tests the following: estimating, warehousing, product quality, craftsmanship, inventory, equipment and vehicle maintenance, material installation, productivity, crew safety, reports, and public relations.

Each local agency will be monitored regularly by DCA programmatic monitoring staff, once each week, or as needed, throughout the Weatherization program period.

Monitoring staff conduct an intensive review of all local programs once each year. This annual review is conducted at the end of the grant period. The annual reviews average three days in duration. The State uses a self-revised version of the comprehensive US DOE Subgrantee Monitoring Instrument to record these monitoring visits. Augmented by photographs of actual weatherization work, the DOE Monitoring Instrument provides an accurate and useful record of the quality of subgrantee weatherization work.

In addition, a dwelling unit inspection form with requisite standards was developed based on the Tennessee Valley Authority model. This form was implemented on February 29, 1988.

T&TA addresses all problems and potential problem areas that have an impact on the effectiveness of the weatherization effort. Many problems are significantly reduced through T&TA programs which are specifically oriented to solving identified problems and their causes. Technical assistance is provided by the program monitors and fiscal monitors.

Monitors oversee weatherization projects to insure that on-site supervision and pre-and-post visits to weatherization sites are adequate to insure consistency and conformance to technical and professional standards and to comply with DOE and State regulations and guidance. Comprehensive fiscal monitoring will be conducted by fiscal staff of the Division of Housing and Community Resources at each subgrantee agency.

#### 1.2 On-site or local controls

In New Jersey the vast majority of the subgrantees hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (subgrantee staff). The remaining subgrantees employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager). With the implementation of the Priority List, it is anticipated that more subgrantees will employ crew labor to conduct air sealing and windows upgrades.

#### 1.3 Progressive Compliance Mechanism

In order to avoid having to use the Progressive Compliance Mechanism steps, New Jersey staffs implement several preventive techniques aimed at staving off compliance problems before they start. For example, the Weatherization conferences now provide a forum for formal training and information dissemination to the subgrantee agencies. As with employee discipline problems, subgrantee compliance problems are rarely intentional. More often they are a result of lack of knowledge of how to complete projects and assignments within accepted standards. When lack of knowledge is not responsible for the non-compliance issue, however, the following steps comprise the Progressive Compliance Mechanism.

Informal Talk with subgrantee Weatherization Manager :Discuss the agency's actions in relation to required

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standards according to contract; Determine reasons for non-compliance. Stress manager's responsibility to maintain standards; End the talk with acknowledgment of agency's (or manager's) previous cooperation and good work.

Oral Warning to Weatherization Manager: Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for agency, group, and program); Violation are discussed in a straight forward manner; Offer to assist agency to correct deviation; Stress to Manager that there must be improvement in the future; Record in file.

Written Notification of Contract Non-Compliance to Executive Director and Weatherization Manager : This notice contains a statement of the specific violation(s) and the contract provision referred to therein; the potential consequences of future violations; the specific action required to correct the deviation and the deadline for taking this action; Offer of assistance is repeated. This notice also summarizes two previous steps.

Suspension or Termination of Contract - This is a serious action taken in extreme cases where the violation is serious in nature and/or the previous three steps have not produced change.

Reduction of Grant Award - This is an interim measure taken to encourage agency change short of suspension or termination of grant. This may be implemented for less serious deviations from contract.

NJ will track agency progress over the course of the three year grant to ensure compliance with all contractual obligations. Monitoring will focus on adequacy of staffing, sufficient equipment and supplies to perform the required amount of production, adequate production and the prescribed benchmarks, and adherence to installation and material standards and reporting requirements. Any agency that has not made sufficient progress in all the areas referenced may have a reduction in the program funding. Any funds recovered from an agency will be allocated to another to ensure that all grant funds are expended in a timely fashion and that New Jersey uses its full ARRA allocation to sufficiently weatherize homes and units throughout the State.

April 1, 2009 - July 31, 2009 - State and agency ramp-up period - Agencies will be provided funding to hire staff, purchase necessary equipment, and vehicles. Production goals will be established. State will adequately staff and purchase equipment necessary to monitor agencies.

August 1, 2009 - December 31, 2010 - Agency will produce and report a sufficient number of homes to expend 30% of allocated funds. State monitors will complete an annual monitoring review for this grant with a recommendation for an increase or decrease in funding.

January 1, 2010 - December 31, 2011 - Production will be reviewed on a quarterly basis to ensure that agencies have a sufficient number of homes to be weatherized with ARRA funds. Funding will be reallocated as needed to meet production goals.

January 2012 - April 30, 2012 - Agencies are completing the final quarter of production, and NJ will generate a detailed report on the expenditure of the ARRA funds.

#### III.6.4 Training and Technical Assistance Approach

##### 6.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH

###### 1. Training And Technical Assistance Plan - 440.12(b)(7)

Through the use of new funds New Jersey continues to bolster its Training and Technical Assistance Program by continuing several initiatives.

Recent advances in the field of building science underscore the need to upgrade the skills and equipment of the subgrantee staff. Significant energy conservation opportunities exist which can only be addressed through instrumented building inspection techniques using furnace efficiency testing equipment, infiltration measurement devices, and under certain circumstances, infrared scanning equipment. Opportunities also exist to streamline and systematize weatherization program management functions through the introduction of computerized systems and electronic data transfer. Staff turnover and the occasional appointment of new subgrantees also

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dictate that a core curriculum be developed to orient newcomers to the basics of the weatherization program; its goals, methods, and philosophy, as well as the practical job skills required every day.

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, subgrantees must operate their programs in accordance with a variety of governmental regulations and policies. The State has determined through experience that regularly scheduled meetings of DCA staff, and the staff of the subgrantees are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their utility.

One conference for the general staff of local weatherization programs will be held annually during the 2009-12 grant period. In addition, 'short courses', and general information meetings will be developed focusing on specific job duties, as needed. Through a grant to the New Jersey Community Action Association (NJCAA), the OLIEC proposes to increase the productivity, quality and scope of the weatherization program by offering workshops, seminars and conferences targeting the above-mentioned subject areas.

Instruction will be provided by a combination of :

Paid consultant experts;

US DOE, and NJ DCA Staff;

Grantee or subgrantee staff; and

Experts whose time is donated.

Throughout the program year, both the OLIEC and NJCAA will assist subgrantees in developing outreach systems, landlord relations, media presentations and contacts with local officials.

Training on the use of the priority list and the SmoCers Energy Audit will be ongoing during the 2009-12 grant period. NJ also intends to provide a series of field training and ensure that all lead safe work practices training is provided to all subgrantee technical staff and contractors as required. This training will be funded with DOE and LIHEAP funds.

Quarterly training's will be held to train field technicians who will then be tested and certified by the Building Performance Institute (BPI).

In addition, the OLIEC regularly solicits the subgrantees opinions concerning their own training needs. Responses are incorporated into the training agenda on an ad hoc basis as they are received and analyzed.

1. Training needs assessment

The need for training and technical assistance (T&TA) is revealed through monitoring visits, in-house review of local reports, and evaluative surveys collected at regularly scheduled training conferences.

2. Training program

a. Training to be provided

i Policy and Administration

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NJ provides training and technical assistance on program policy by scheduling quarterly meeting with agency program managers. The State program manager and monitoring staff provide training and policy updates.

#### **ii Personnel**

Subgrantees have expressed a need to both reduce staff turnover and motivate staff to achieve maximum productivity. In addition, Weatherization managers may be responsible for personnel decisions such as hiring recommendations, disciplinary actions, and other sensitive matters. Furthermore, all professional staff can benefit from time management techniques, organizational, and computer skills development.

#### **iii Financial Management**

Subgrantees must operate their programs within the context of their contractual relationship with the State and 10CFR600, the "Common Rule". Each subgrantee must establish internal systems to monitor expenditure levels and avoid disallowed costs. Prompt and accurate reporting of expenditures to the State avoids cash flow problems which can impede production. Computerization and electronic data transfer will be explored as a method of more expeditiously managing the financial aspects of the weatherization effort.

This fiscal/administrative training component will include the following topics:

Training in the types of time allocation procedures.

Training in auditing techniques.

Training in the OMB Circulars A-133, A-122, A-123, A-102 (when revision is complete), and 10 CFR 600.

Training in the procurement procedures of New Jersey's Local Public Contracts Law.

#### **iv Heating System Improvement**

Continuous skill upgrading will enhance the ability of technical field representatives to evaluate energy conservation opportunities available from heating system improvements; to provide independent verification and analysis of contractors' proposals, and identify health and safety issues.

#### **v Analytical Weatherization Initiative**

Systematic Whole-House Air Tightening, or the SWAT approach, intends to maximize the energy savings potential of 'general heat waste' reduction. Subgrantees have been provided with air-infiltration testing equipment and training on testing for air-tightness safety limits.

#### **vi Core Curriculum Development**

The NJCAA has developed a core curriculum includes basic training for program managers, field technicians, and fiscal management staff. NJCAA will work with the NJ Department of Labor and Workforce Development to identify, screen, and train unemployed persons to act as community outreach workers, energy auditors, and field technicians.

The New Jersey Building Laborers Training and Apprenticeship Fund utilizes nationally recognized curriculum for its weatherization training program. The program focuses on new-hires for weatherization private contractors.

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New Jersey Weatherization Assistance Program monitors receive in-service training from the Weatherization Supervisor. Monitors are required to attend formal two or three-day training sessions with local quality control personnel three times per year. Moreover, new weatherization techniques or projects are introduced via formal training sessions.

#### **ix Consumer Education**

The Office of Low-Income Energy Conservation recognizes that a household, via behavior changes, can achieve more energy conservation than the installation of materials and mechanical instruments alone would indicate. Behavior changes in lifestyle which the low-income family can easily adapt to are necessary ingredients to the maximization of weatherization materials.

In order to further increase the effectiveness of the Weatherization program, the New Jersey WAP approaches clients with a program of client education which includes one-on-one interaction with the entire subgrantee weatherization staff, literature which reinforces the value of the energy audit, and the energy audit's computerized printout of energy savings opportunities. To facilitate community acceptance of the diagnostic approach in identifying and eliminating excess air infiltration, client education materials are being updated to include information on efficiency, health and safety, and other programs related to energy conservation.

#### **b. Attendance requirements**

Attendance by appropriate subgrantee personnel and OLIEC staff is required at all New Jersey sanctioned Weatherization Training Conferences.

#### **3. Training/Certification requirements for subgrantee personnel -**

Local quality control personnel are required to attend two to three-day training sessions two times per year.

#### **4. Subgrantee comparative productivity**

##### **a. Method of productivity analysis:**

The method of productivity analysis is the Subgrantee Performance Rating System which is described in (11.3.4) of the State Plan section of this Application.

##### **b. Analysis' impact on training development:**

Analysis of subgrantee performance is just one influence contributing to the development of training activities. Less than optimum subgrantee performance, as measured by the Subgrantee Performance Rating System, may be indicative of a need for Training and Technical Assistance. Appropriate staff is consulted to determine if this is the case, and deficiencies are addressed through the development of subsequent training conference agendas.

#### **5. Funding Monitoring**

##### **a. Portion of State T&TA funds used for monitoring**

Approximately 2% of DOE ARRA T&TA funds will be used at the State level for monitoring and other technical assistance activities.



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The remaining T&TA funds will be going to weatherization agencies, NJCAA and NJDOL.

b. How T&TA funds are apportioned

DOE T&TA funds are used at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff.

c. Other funds for monitoring

Other funds for monitoring are derived from the 2009 LIHEAP grant and the 2009 DOE Weatherization grant.

d. Assessment of T&TA activities' effectiveness

The effectiveness of T&TA activities is measured through survey of the training participants at the conclusion of each training event. Participants' response to training offered to date has been positive as measured by this method.

**III.6.5 Energy Crisis Plan**

In the event of an energy crisis, NJ will use LIHEAP regulations to provide weatherization assistance. That assistance will include the installation of approved weatherization materials in conjunction with other programs to address damage to eligible households by natural disasters. A record will be maintained of the measures installed, and those treated homes will receive full weatherization assistance program services as soon as possible.